

## CONTINUING EDUCATION RECORD – INDEPENDENT READING / VIDEO VIEWING

**Use of form:** Use of this form is voluntary. It is used to document each child care-related book, magazine, article, DVD or video tape that is read / viewed as part of an employee's Continuing Education (CE) effort. **Group Child Care Centers** – Independent reading and watching of educational materials may be counted for up to 5 hours of CE per year for each person required to have 25 hours of continuing education, and up to 2.5 hours of CE per year for each person required to have 15 hours of continuing education. **Family Child Care Centers** – Up to 5 hours of independent reading or watching educational materials may be used to meet CE requirements.

**Instructions:** The provider or employee must complete a separate form for each book / article read or video / DVD viewed. Place completed form(s) in the employee's file for the licensing specialist to review.

Name – Employee		Date – Form Completed (mm/dd/yyyy)
<b>Book or Magazine Article</b>		
Title – Book or Article	Name – Author	Number of Pages
<b>Video</b>		
Title – Video	Name – Presenter	Video Length (Minutes)

List two things you learned from your reading or viewing.

List two ways your viewing or reading has improved your day care and / or your ability to provide care to children.